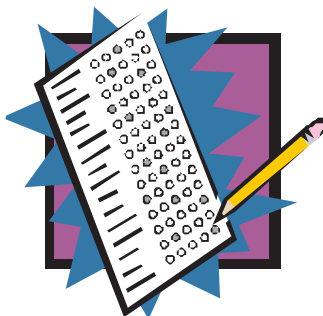


# Report Assistance for U.S. Department of Justice Probation Survey



In order to assist JIS district courts with the yearly survey from the Department of Justice, we have designed a number of report generators. These reports will give *approximate* numbers for several questions on the survey. The list of questions is below. There are several other questions on the survey which individual courts may be able to answer based on internal record keeping.

The courts should receive their survey from the Department of Justice in mid-December. **For the most accurate numbers, we strongly encourage you to run these reports as soon after January 1, 2009 as possible.**

If you are not familiar with creating custom reports using Report Generator, please refer to Chapter 11 in the 2007 Traffic/Criminal/Probation User Guide.

---

---

## Survey Questions Addressed by Report Generators

- |                 |   |
|-----------------|---|
| Question 1:     | On January 1, 2008, what was your agency's adult probation population?  |
| Question 2e:    | Between January 1, 2008 and December 31, 2008, how many adults entered probation (Total entries)?                               |
| Question 3i:    | Between January 1, 2008 and December 31, 2008, how many adult probationers were discharged from supervision (Total discharges)? |
| Question 4:     | On December 31, 2008, what was your agency's adult probation population?  |
| Questions 6a-b: | On December 31, 2008, how many adult probationers in your jurisdiction were male? How many female?                              |

**Note:** Due to the way probation status is linked to **counts** on a case, these reports will result in slightly inflated numbers compared to a manual tracking system. Be sure to mark the box indicating "estimated" on the DOJ survey form.

# Report Generators for Probation Survey

**Question #1:** Number of persons on probation as of 1/1/2008.

SUPERTOWN		REPORT GENERATION SELECTION		11/24/08 16:01:32	
Title <u>PROBATION AS OF 1/1/2008</u>					
<u>P</u> Case Number			PIN Number		
<u>P</u> Name			Address		
Case Type			Victim/Desc		
<u>P</u> Status	<u>P</u> <u>W</u> <u>C</u>		Offense Date		
PO Judge			Offense Time		
Judge of Record			Issue Date		
Venue			Birthdate		
Phone Number			Authorize Dt		
Driver License			DLN State		CDL
Attorney		Appointed	Entry Date		
Prosecutor			Vehicle Type		
Agency #1			Agency #2		
Officer #1			Officer #2		
Accident/Injury			Plate# /Year		
Zip Code			Plate# State		
Original Charge			Current Charge		
Original SOS			Current SOS		
Original Att/Cons/Sol			Current Att/Cons/Sol		
Total F & C			Balance Due		
Civ/Misd/Fel			Filing Date		
CCW #					
F24-Previous Menu		Page/Roll		Help	

Page 1- T/C Report Generator Selection screen

SUPERTOWN		REPORT GENERATION SELECTION		11/05/08 11:23:14	
Disposition			Close Date		
Xreference			<u>P</u> Probation Officer		
CTN		TCN	SID		
Warrant Code			Next Action		
Warrant Date			Next Date		
Recall Date			Next Judge		
Arraignment			Non-Public		Delayed
Sex		Race	Deferred		
Disposed Date			Sentence Date		
Disposed Code			FAC Date		
Plea Date			Rehab		
			<u>1</u> Prob End Date	<u>10108</u>	<u>123110</u>
			Probation Term		
			Jail Term		
			Optional Jail Term		
			Jail Location		
			Restitution		
<u>S</u> Event Date	<u>10105</u>	<u>123107</u>	<u>S</u> Event Code	<u>PBTN</u>	
<u>X</u> Event Term			Event Clerk		
Immob Start Date			Immob Days		Veh Forfeit
Paper Plate		VIN	Vehicle Make		Veh Year
F24-Previous Menu		Page/Roll		Help	

Page 2- T/C Report Generator Selection screen

We recommend going back 3 years to "catch" any cases which may have been entered with extended probation terms.

Maximum probation term in district court is 2 years.

**Question #2e:** Number of persons assigned probation between 1/1/08 and 12/31/08.

SUPERTOWN		REPORT GENERATION SELECTION		11/05/08 10:18:07	
Title <u>ASSIGNED TO PROBATION IN 2008</u>					
<u>P</u> Case Number			PIN Number		
<u>P</u> Name			Address		
Case Type			Victim/Desc		
<u>P</u> Status			Offense Date		
PO Judge			Offense Time		
Judge of Record			Issue Date		
Venue			Birthdate		
Phone Number			Authorize Dt		
Driver License			DLN State		CDL
Attorney		Appointed	Entry Date		
Prosecutor			Vehicle Type		
Agency #1			Agency #2		
Officer #1			Officer #2		
Accident/Injury			Plate# /Year		
Zip Code			Plate# State		
Original Charge			Current Charge		
Original SOS			Current SOS		
Original Att/Cons/Sol			Current Att/Cons/Sol		
Total F & C			Balance Due		
Civ/Misd/Fel			Filing Date		
CCW #					
F24-Previous Menu		Page/Roll		Help	

Page 1- T/C Report Generator Selection screen

SUPERTOWN		REPORT GENERATION SELECTION		11/24/08 15:46:45	
Disposition			Close Date		
Xreference			<u>P</u> Probation Officer		
CTN		TCN	SID		
Warrant Code			Next Action		
Warrant Date			Next Date		
Recall Date			Next Judge		
Arraignment			Non-Public		Delayed
Sex		Race	Deferred		
Disposed Date			Sentence Date		
Disposed Code			FAC Date		
Plea Date			Rehab		
Plea Code			<u>P</u> Prob End Date	<u>10108</u>	<u>- 123110</u>
Suspension			Probation Term		
Suspension Days			Jail Term		
Restriction Days			Optional Jail		
Community Service			Jail Location		
Service in Lieu			Restitution		
<u>P</u> Event Date	<u>10108</u>	<u>- 123108</u>	<u>A</u> Event Code	<u>PBTN</u>	<u>SENT</u>
Event Term			Event Clerk		
Immob Start Date			Immob Days		
Paper Plate		VIN	Vehicle Make		
			Veh Year		
F24-Previous Menu		Page/Roll		Help	

The 'A' will select only those cases with both a PBTN code and a SENT code during 2008.

Page 2- T/C Report Generator Selection screen

**Question #3i:** Number of persons discharged from probation between 1/1/08 and 12/31/08.

UPERTOWN		REPORT GENERATION SELECTION		11/21/08 15:38:18	
Title <u>DISCHARGED FROM PROBATION IN 2008</u>					
<u>P</u> Case Number		PIN Number			
<u>P</u> Name		Address			
Case Type		Victim/Desc			
<u>P</u> Status		Offense Date			
PO Judge		Offense Time			
Judge of Record		Issue Date			
Venue		Birthdate			
Phone Number		Authorize Dt			
Driver License		DLN State		CDL	
Attorney		Entry Date			
Prosecutor		Vehicle Type			
Agency #1		Agency #2			
Officer #1		Officer #2			
Accident/Injury		Plate# /Year			
Zip Code		Plate# State			
Original Charge		Current Charge			
Original SOS		Current SOS			
Original Att/Cons/Sol		Current Att/Cons/Sol			
Total F & C		Balance Due			
Civ/Misd/Fel		Filing Date			
CCW #					
F24-Previous Menu		Page/Roll		Help	

Page 1- T/C Report Generator Selection screen

UPERTOWN		REPORT GENERATION SELECTION		11/21/08 15:37:30	
Disposition		Close Date			
Xreference		Probation Officer			
CTN		SID			
Warrant Code		Next Action			
Warrant Date		Next Date			
Recall Date		Next Judge			
Arraignment		Non-Public		Delayed	
Sex		Deferred			
Disposed Date		Sentence Date			
Disposed Code		FAC Date			
Plea Date		Rehab			
Plea Code		<u>P</u> Prob End Date			
Suspension		Probation Term			
Suspension Days		Jail Term			
Restriction Days		Optional Jail Term			
Community Service		Jail Location			
Service in Lieu		Restitution			
<u>1</u> Event Date	<u>10108 - 123108</u>	<u>S</u> Event Code	<u>NC22</u>		
Event Term		Event Clerk			
Immob Start Date		Immob Days			
Paper Plate		Vehicle Make			
VIN		Vehicle Year			
F24-Previous Menu		Page/Roll		Help	

Page 2- T/C Report Generator Selection screen

NC22 is the code created when a discharge from probation is printed.

**Question #4:** Number of persons on probation as of 12/31/2008.

SUPERTOWN		REPORT GENERATION SELECTION		11/05/08 11:19:42	
Title <u>PROBATION AS OF 12/31/08</u>					
<u>P</u> Case Number			PIN Number		
<u>P</u> Name			Address		
Case Type			Victim/Desc		
<u>P</u> Status			Offense Date		
PO Judge			Offense Time		
Judge of Record			Issue Date		
Venue			Birthdate		
Phone Number			Authorize Dt		
Driver License			DLN State		CDL
Attorney		Appointed	Entry Date		
Prosecutor			Vehicle Type		
Agency #1			Agency #2		
Officer #1			Officer #2		
Accident/Injury			Plate# /Year		
Zip Code			Plate# State		
Original Charge			Current Charge		
Original SOS			Current SOS		
Original Att/Cons/Sol			Current Att/Cons/Sol		
Total F & C			Balance Due		
Civ/Misd/Fel			Filing Date		
CCW #					
F24-Previous Menu		Page/Roll		Help	

Page 1- T/C Report Generator Selection screen

SUPERTOWN		REPORT GENERATION SELECTION		11/21/08 14:02:33	
Disposition			<u>Q</u> Close Date		
Xreference			<u>P</u> Probation Officer		
CTN		TCN	SID		
Warrant Code			Next Action		
Warrant Date			Next Date		
Recall Date			Next Judge		
Arraignment			Non-Public		Delayed
Sex		Race	Deferred		
Disposed Date			Sentence Date		
Disposed Code			FAC Date		
Plea Date			Rehab		
Plea Code			<u>1</u> Prob End Date	<u>10109</u>	<u>- 123111</u>
Suspension			Probation Term		
Suspension Days			Jail Term		
Restriction Days			Optional Jail Term		
Community Service			Jail Location		
Service in Lieu			Restitution		
<u>S</u> Event Date	<u>10105</u>	<u>- 123108</u>	<u>S</u> Event Code	<u>PBTN</u>	
<u>X</u> Event Term			Event Clerk		
Immob Start Date			Immob Days		
			Vehicle Make		
			Veh Forfeit		
			Veh Year		
Page/Roll		Help			

Page 2- T/C Report Generator Selection screen

The 'X' in event term will select only those cases where a specific probation term was entered.

**Question #6 a & b:** Numbers of male and female probationers as of 12/31/08.

Repeat the report generator for Question #4 as shown on the previous page but on Page 2, type an 'S' to select for M (male) in the Sex Field. This will give you a total number of males on probation. Subtract this number from your total for question number 4 and you will have the number of females.

<input type="checkbox"/> Recall Date	<input type="checkbox"/> Next Judge
<input type="checkbox"/> Arraignment	<input type="checkbox"/> Non-Public <input type="checkbox"/> Delayed
<input checked="" type="checkbox"/> Sex <input type="checkbox"/> M <input type="checkbox"/> Race	<input type="checkbox"/> Deferred
<input type="checkbox"/> Disposed Date	<input type="checkbox"/> Sentence Date
<input type="checkbox"/> Disposed Code	<input type="checkbox"/> FAC Date

Page 2- T/C Report Generator Selection screen

**Suggested Print Options:** If you wish to more carefully review the cases on the reports, you may want to add additional spaces between rows.

SUPERTOWN

12/04/08 10:13:54

Traffic/Criminal Report Generator

☒ Save and Run Report

Report Name FED PROB STATS #2

☐ Save Report Without Running

☐ 1 Number of Spaces

☐ 8 x 11 Paper

☒ 14 x 11 Standard

☐ 11 x 8 Landscape

☐ Summary Only

By saving these report generators, you will be able to retrieve them next year, change the date parameters and quickly generate the next set of reports for the Probation Survey.